

Overview

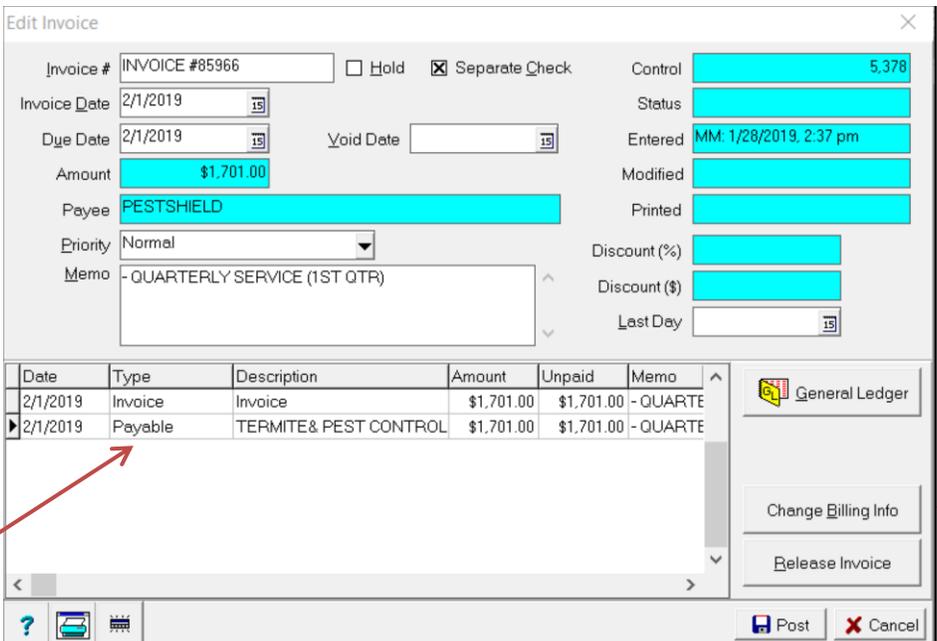
If a check has been cleared in a bank reconciliation there are several possibilities.

- If the check was an invoice check, and it was posted to the wrong bill code or wrong association, use the Edit Invoice procedure below.
- If the check was posted as a single check and the wrong account code was used, the easiest way to correct it is to post a journal voucher decreasing one account code balance and increasing another. The date used can be the date of the check or the date you want to show on an association's statement. The end result is that the year-to-date financial records reflect the correct balance for each account code.
- If the check was posted as a single check and the transaction was posted to the wrong association (ledger), you can make the correction using a journal transfer, decreasing the account code balance for one association and increasing it for another.
- If you must void the original entry, follow the Void Original Entry procedure on the next page.

Edit Invoice

When an invoice is posted to the wrong association, or using the wrong payable code, and you don't discover it until the check has been printed, or if the invoice has multiple line items and voiding it is too much trouble, follow the steps below.

1. Go into Invoice History and use the <Filter> button to find the invoice.
2. With it highlighted, click on <Edit>.
3. Find the line item that is wrong and highlight it.
4. On the right, a <Change Billing Info> button will display. Click on it.
5. That will bring up a screen that allows you to change the Bill To and/or the Payable Code. Then <Post>.



Edit Invoice

Invoice # INVOICE #85966 Hold Separate Check Control 5.378

Invoice Date 2/1/2019 Status

Due Date 2/1/2019 Void Date Entered MM: 1/28/2019, 2:37 pm

Amount \$1,701.00 Modified

Payee PESTSHIELD Printed

Priority Normal Discount (%)

Memo - QUARTERLY SERVICE (1ST QTR) Discount (\$) Last Day

Date	Type	Description	Amount	Unpaid	Memo
2/1/2019	Invoice	Invoice	\$1,701.00	\$1,701.00	- QUARTE
2/1/2019	Payable	TERMITE & PEST CONTROL	\$1,701.00	\$1,701.00	- QUARTE

General Ledger

Change Billing Info

Release Invoice

Post Cancel

Void Original Entry

Unclear and void the check

1. Go to GL, Bank History and select the bank account
2. Make a note of the Last Statement amount from the protected field on the upper right
3. Find the check and highlight it - note the date cleared
4. Click the Unclear button. You will receive a warning that the bank opening statement balance will be changed - click OK.
5. Click on the Show Set button; do a print form so you have a copy of each line item on the check
6. Click the Void button. Double click in the Void Date field to fill the posting date in as the void date.
7. Click Post and exit Bank History

Re-enter the check

1. Go to AP, Single Check
2. Mark the Handwritten checkbox and fill in the check number
3. Enter the information for each line item on the check
4. Click Post

Reconcile bank account

1. Go to GL, Reconcile Bank Account and select the bank
2. Enter the date the check was previously reconciled
3. Enter the Closing Balance, previously noted
4. Click the check tab
5. Mark the check just re-entered as cleared
6. The difference should be zero. If not, unclear all and clear just the check in question.
7. Print the report and attach to the original reconciliation report.
8. Click Post.